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## **INVESTIGATOR II**

### **Division of Legal Services**

The Missouri Department of Social Services (DSS,) Division of Legal Services (DLS) is seeking applications for an Investigator II. This position is located in Springfield, Missouri (Greene County) and will serve as part of the DLS Welfare Investigations Unit in the Southwest Region. This position is mid-level investigative work responsible for, but not limited to, receiving and processing welfare fraud referrals, investigating public assistance fraud (food stamps, daycare, Medicaid, etc.), conducting difficult face-to-face interviews with various subjects, performing criminal history checks and court testimony, analyzing large amounts of information with intent to formulate prosecutions, utilizing DSS databases and/or Microsoft Excel for entering, updating, and tracking complaints, referrals, and investigations, and writing complex investigative and prosecution reports. The position requires some travel and MULES certification within the first six months of employment will be required.

#### **Job Duties**

Directs and/or conducts investigations of suspected violations and incidents; interviews, or directs the interview of staff, victims, and witnesses to obtain evidence; and ensures adherence to chain of custody standards.

Locates, interviews, and prepares statements from victims, witnesses, and persons suspected of violating statutes, policies and/or procedures, or program requirements administered by the assigned agency.

Locates and interviews individuals and representatives of business or governmental entities to obtain evidence of suspected violations or diversion efforts.

Serves as liaison with staff, law enforcement agencies, prosecuting attorneys' offices, and other governmental entities in the conduct of investigative and surveillance activities.

Compiles, analyzes, evaluates, and preserves facts, statements, affidavits, and other evidence for use in legal actions; reviews background investigations; and prepares detailed reports of investigative findings.

Conducts confidential internal investigations of staff in situations which may involve theft, misfeasance, and malfeasance of state funds, or abuse of programs or policies.

Examines and analyzes a variety of records to secure information concerning suspected violations of federal and state laws and/or regulations.

Prepares requests for and issues subpoenas.

Traces funds through banking systems and other institutions, and analyzes complex financial transactions.

Trains and/or provides direct or functional supervision to lower level investigators and others involved in investigative activities.

Testifies in criminal, civil, or administrative proceedings.

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Exercises independence and initiative in the performance of responsibilities; receives general administrative direction.

Performs other related work as assigned.

**Experience/Education:** *(The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.)*

One or more years of experience as an Investigator I with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or GED certificate.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Criminal Justice, Law Enforcement, Criminology, Business Administration, social sciences, environmental sciences, or a closely related field; and,

Two or more years of civil, administrative, or criminal investigative (non-clerical) experience (e.g., tax fraud, licensing, environmental, client care, public assistance, insurance, or military); or experience as a law enforcement officer with responsibility for conducting investigations.

*(24 earned graduate credit hours from an accredited college or university may substitute for a maximum of one year of the required experience. Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required college education. Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of two years for the required general experience at a rate of 30 earned credit hours for one year.)*

**Twice-A-Month Salary Range:** \$1,538.50 - \$1,596.00

**Recruitment Area:** Qualified applicants

**To Apply:** Submit cover letter, DSS application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf>, resume, and copies of official transcripts to Michele Renkemeyer as [Michele.renkemeyer@dss.mo.gov](mailto:Michele.renkemeyer@dss.mo.gov) or by mail to:

Department of Social Services  
Division of Legal Services, Investigations  
Attention: Michele Renkemeyer  
3418 Knipp Drive, Suite E  
Jefferson City, MO 65109

**To Apply:** On or by September 13, 2016 5:00 p.m. Application packets will be subject to review prior to scheduling interviews. Applications must be received by deadline in order to be considered for an interview.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**